

NON-COMMERCIAL DRIVER LICENSE EXAMINER MANUAL



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NON-COMMERCIAL DRIVER LICENSE EXAMINER MANUAL

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NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

General Information

This manual covers all areas involved in the Road/Skills testing of Examinees (customer) wanting to complete their driver license process.

An Examiner is a person licensed to work for a company that has entered into an agreement with the Motor Vehicle Division (MVD) to administer Road/Skills tests.

Below are statutes that apply:

- Article 6 R 17-7-601.10 defines a driver license examiner as an individual certified as either a commercial or non-commercial driver license examiner defined under this section.
- Article 6 R17-7-601.13 defines a Non-commercial Driver License Examiner (NDLE) as a non-commercial driver license examination.
- Article 6 R 17-7-601.14 NDLE Operator activity means the program activity class D, G driver license.

Before beginning the Road/Skills test, complete the top of the Driver License ScoreSheet at the time the test begins; once completed your undivided attention will be focused on the driver. Each ScoreSheet used must be entirely completed by the end of the test.

The Contractor / Examiner are authorized by MVD and is responsible for compliance with the same policies and procedures as any MVD employee.

Note: An Examiner may be licensed with multiple companies.

If the Examiner detects what appears to be the odor of alcohol on the breath of the Examinee, the Examiner should refer to his/her company's policy.

Who Is Required To Take A Road/Skills Test?

- Getting their first driver license after passing the knowledge test
- Hold an Instructional Permit
- Hold a military driver license
- Have a license from a foreign country
- Have an out of state driver license which is expired over one year

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

Would this be easier???

Who Is Required To Take A Road/Skills Test?

An Examinee:

- Getting their first driver license after passing the knowledge test
- Holds an Instructional Permit
- Holds a military driver license
- Has a license from a foreign country
- Has an out of state license which is expired over one year

Individuals Needing Special Accommodations

Examiners may perform a Road/Skills test for anyone with a hearing impairment, speech impairment or a learning disability. The Examiner will be required to make any required accommodations for the Examinee.

Examiner's **may not**: perform a Special Performance Evaluation (SPE).

A Special Performance Evaluation (SPE) is designed for Examinees who must demonstrate their ability to operate a vehicle in various conditions or who have restrictive equipment requirements. The Examinee's driving test is tailored to test each Examinee's driving ability in relevant driving situations. This Examinee's license may have been withdrawn and will not be reinstated until approval has been given from Medical Review Program (MRP).

A Non-Commercial Driver License Examiner shall:

- Comply with all applicable statutes, rules, and contract provisions governing the testing of Examinees for driver license
- Not allow or administer any examination unless the Examinee meets the requirements of all applicable rules and statutes governing licensing
 - a. ARS-28-3154. 1-2 1. The Permittee has the permit in the Permittee's immediate possession.
 - b. The Permittee is accompanied by a person who has a class A, B, C, or D, license, who is at least twenty-one (21) years of age and who occupies a seat beside the Permittee
- Ensure that all testing is completed in accordance with the Division Policy and Procedures

A Non-Commercial Driver License Examiner shall (continued):

- Make sure all recording and reporting are completed on forms approved by the Division
- Not allow or conduct any examinations on a test route nor change an approved test route without obtaining prior approval of the route from MVD
- Retain records of all Road/Skills tests administered for a period of five years including but not limited to:
 - a. Copies of all ScoreSheets setting forth the name, driver license number, social security number and date of birth of those tested.
 - b. The date of test and class of license tested.
 - c. The name and certification number of the Examiner.

Inquiries

Certified Examiners are required to make inquiries to the Division through their Company.

Inventory

ScoreSheet forms must be requested in writing using the Accountable Forms Request provided by the Driver License Service Program. The request form must be legible and submitted by the company owner or designated contact person only. This can be submitted through mail, drop box or through dlepds@azdot.gov. Allow three to five business days for processing.

Contractors'/ Examiners request from:

Driver Services Program
PO Box 2100 – Mail Drop 515M
Phoenix, AZ 85001-2100
dlepds@azdot.gov

Note: If inventory is requested from outside of Maricopa County, the inventory request may be picked up at an MVD office, with prior arrangement on request being made on the Accountable Form Request.

Solicitation

Contractors/Examiners will not be permitted to personally solicit any individual on the premises rented, leased, or owned by MVD for the purpose of enrolling them in any Driver License Examination Program.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

Failure to comply with all requirements may result in the cancellation of your Authorization/Certification. This will prohibit you or your company from performing Driver License Examinations on behalf of the MVD.

The Road/Skills test is an actual demonstration of the Examinee's ability to exercise ordinary and reasonable control in the operation of a vehicle. The Road/Skills test is the most important factor in determining the eligibility of an Examinee.

Before You Start

Each Road/Skills Test will include a:

- Parking Test
- Driving Test

Each facility shall establish at least two Road/Skills test routes to be approved by the Division. These routes will be designed to ensure that:

- Examiners are familiar with all test routes
- all Examinees are guaranteed equal treatment with routes
- each Examinee is asked to perform the same or similar maneuvers with their vehicle
- include various traffic situations and conditions

The Division requires each Road/Skills test to begin with a parking test, the test can be either a Parallel or Three Point Turn parking test.

The Examinee must, understand all of the following in English:

- Stop
- Slow down
- Left lane change
- Right lane change
- Drive straight ahead
- Turn left or right at the next street, corner, stop sign, or traffic light
- Speedometer
- Turn Signal

Note: These are the most frequent instructions given to the Examinee. Depending on driving conditions and/or traffic circumstances, more directions may be given.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

ScoreSheet

Each Examinee begins the Road/Skills test with 100 points and can have up to 20 points deducted and still pass the test. Once testing is complete, make sure all proper score(s) are listed on the ScoreSheet.

Examination results must be filled out in the presence of the Examinee; along with the Examiner. All information must be legible. **DO NOT PRE-SIGN THE SCORESHEET.**

The ScoreSheet once completed will document that the Examinee has successfully completed the Road/Skill test. ScoreSheets can not have any errors or corrections of any kind.

Each ScoreSheet that is used must be kept in sequential order. Once completed in sequential order the forms are attached to the Driver License Examination Monthly ScoreSheet and submitted by the 5th of the forwarding month.

Scoring The ScoreSheet

There are fourteen fields on the ScoreSheet, we will explain each.

- Fields 1-5 will be completed by the Examiner
- Fields 6-8 the will be completed by the Examinee
- Fields 9 is the field where the scoring will take place
- Fields 10-14 will be completed by the Examiner

The following items are scored on the Road/Skills test. Remember each Examinee begins the Road/Skills test with 100 points and can have up to 20 points deducted and pass.

The points are marked on the ScoreSheet. There are three sections where points can be deducted from:

- Field #9A and 9B, Actual Driving Test
- Automatic Failure
- Choice of Proper Lane Change
- Immediate Rejection
- Comment Section

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

Field #9A: Actual Driving Test. This area is where the examiner evaluates the Examinee on how directions are followed, maneuvering of the vehicle and if rules of the road are followed. 10 Points are deducted for each of the following:

FAILS TO MAKE FULL STOP: Ten (10) Points

- Each time the applicant fails to come to a complete stop by checking traffic and rolling through a stop sign
- Fails to stop when making a right turn on red

CROWDING CENTER LINE: Ten (10) Points)

- When the Examinee stays too close or rides the left wheels on the center line

FOLLOWING DISTANCE: Ten (10) Points)

- Following too close to execute a smooth stop
- It is recommended that the Examinee use the two second rule, unless weather or traffic conditions indicate otherwise

RIGHT OF WAY TO VEHICLES AND PEDESTRIANS: Ten (10) Points

- Fails to yield to the vehicle on the right at a four-way stop or unmarked intersection
- Fails to yield to a pedestrian in a crosswalk or an intersection
- Fails to yield at any other time when a pedestrian's safety might be in jeopardy

OVER SPEED LIMIT 5 MPH TO 10 MPH: Ten (10) Points

- The Road/Skills test will be terminated when the Examinee exceeds the speed limit by more than 10 MPH

4 Points are deducted for each of the following infractions.

CHOICE OF PROPER LANE CHANGE: Four (4) points

- Each time the Examinee selects the improper lane for travel or turns into an incorrect lane when executing a turn

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

SIGNALING: Four (4) points

- If the Examinee fails to signal in advance of a turn, when changing lanes or fails to cancel the signal upon completion of the turn

USE OF BRAKES: Four (4) points

- Each time the Examinee fails to make a smooth safe stop

OBSERVATION AND PLANNING, the Examinee: Four (4) points

- Does not appear to provide adequate attention to surrounding traffic/environment
- Fails to use the mirrors
- Fails to visually check for other vehicles prior to making a lane change
- Fails to anticipate traffic situations (merging traffic sign was present, yet Examinee was unaware traffic is merging)

At the discretion of the Examiner he/she may issue warning statements twice on the following items listed below without deducting points.

2 Points are deducted for each of the following infractions.

OPERATION OF A MOTOR VEHICLE: Two (2) Points

Each time the Examinee fails to:

- hold the accelerator steady
- use the clutch
- gear shift smoothly when driving a standard shift vehicle

Displays unusual amount of:

- Nervousness
- Caution
- Over confidence
- Distracted behavior
- Confusion

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

POSITION AFTER STOPPING: Two (2) Points

- If there is no crosswalks present and the Examinee stops beyond the crosswalk line or stop line

WAITS TOO LONG: Two (2) Points

- Each time the Examinee hesitates too long before entering traffic
- Waits too long to signal or stop
- Hesitates to follow directions

TOO SLOW: Two (2) Points

- Each time the vehicle's speed is too slow for traffic conditions, creating an unsafe condition

STEERING: Two (2) Points

- Each time the Examinee fails to smoothly steer
- Does not have hands correctly on the steering wheel
- Their hands should be on the wheel in the nine and three o'clock or the two and ten o'clock position, unless they have a disability that would prevent this

IMPROPER TURNS: Two (2) Points

- Each time the Examinee swings too wide or short while executing a turn
- They bump or jump the curb while turning

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

Field #9B: Automatic Failure

If the Examinee demonstrates any of the following actions during the parking or driving test, the Examiner may score the test as an automatic failure. This will require the Examinee to return the next day. The Examinee will be required to complete the parking test as well as the driving test.

A – STRUCK A PYLON

- During the Parallel parking or Three Point Turn, the Examinee strikes a pylon this is an automatic failure

B – DISTANCE FROM CURB

- Examinee is unable to park the vehicle within 18 inches from the curb.

C – JUMPED THE CURB OR TOOK TOO LONG TO PARK

- While trying to Parallel park the Examinee takes too long or jumps the curb (the wheel of the vehicle is on the curb or over the curb)
 - a. Touching the curb does not count as an automatic failure

D - INABILITY AFTER THREE ATTEMPTS

- Examinee has exhausted the three attempts and will need to re-apply

E – INVOLVED IN AN ACCIDENT

- No matter who was determined to be at fault

F – DANGEROUS ACTION

- Such as turning into oncoming traffic

G – SERIOUS VIOLATION

- Of any traffic law that jeopardizes the safety of the Examiner, the Examinee or the general public
- Running a red-light
- Making a left turn on a red-light
- Driving over the 15 mph speed limit posted in a school zone, etc

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

COMPLETING THE SCORESHEET AND SCORING THE TEST

H – REFUSED INSTRUCTIONS

- Disobeys any direction given by the Examinee

I – IMMEDIATE REJECTION – Failed Vehicle Inspection

- The vehicle failed to pass the physical inspection before beginning the test, when this happens the vehicle can not be used for the Road/Skills test; this is an immediate rejection
- The Examinee is allowed to return with the repaired vehicle or another vehicle to complete the test

COMMENTS

- Anytime the Examinee fails any portion of the Road/Skills test (parking or driving), the Examiner will add a comment stating the reason for the failure

On the following page is a Driver License Examination ScoreSheet with each of the fields numbered and its description will be on the page following the Driver License Examination ScoreSheet.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING



AA000000

DRIVER LICENSE EXAMINATION SCORESHEET

Class 1 <input type="checkbox"/> D-Operator <input type="checkbox"/> G-Graduated	Type 2 <input type="checkbox"/> Instructional Permit <input type="checkbox"/> Driver License	Test Date 3	This Attempt 4 <input type="checkbox"/> Initial <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd
Road/Skills Test 5 Site Number <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A			

Examinee Name (first, middle, last, suffix) 6	Date of Birth 7	Examinee Signature 8
---	---------------------------	--------------------------------

1 st	2 nd	3 rd	Points	9A Actual Driving Test	9B Automatic Failure	
			10 ea	Fails to make full stop	Offset Backing	Other (describe below)
			10 ea	Crowding center line	A – Struck pylon	E – Involved in accident
			10 ea	Following distance	B – Distance from curb	F – Dangerous action
			10 ea	Right of way to vehicle or pedestrian	C – Jumped curb or took too long	G – Serious violation
			10 ea	Over speed limit (within 5 – 10 mph)	D – Inability after three attempts	H – Refused instructions

			4 ea	Choice of Proper Lane Change	Immediate Rejection: I – Failed vehicle inspection	
			4 ea	Signaling	Comments	
			4 ea	Use of brakes		
			4 ea	Observation and planning		
			2 ea	Operation of motor vehicle		
			2 ea	Position after stopping		
			2 ea	Waits too long		
			2 ea	Too slow		
			2 ea	Steering		
			2 ea	Improper turn		
			Total	Points off		

I certify that all test were conducted in compliance with MVD Requirements and that the information above is true and correct.

Company/Contractor Name 10	MVD Company/Contractor/Examiner Authorization Number 11
Certified Examiner Name 12	MVD Certified Examiner Number 13
Certified Examiner Signature	

On the following page is a chart explaining each field of the ScoreSheet.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

The entire Third Party Driver License Examination ScoreSheet must be completed.

FIELD #	DESCRIPTION
1	Class of the driver license
2	Type of license
3	Test date
4	This Attempt: Mark which number of attempt this examination is
5	Need to add the site number and whether it is a pass or fail.
6	Examinee's name
7	Examinee's date of birth
8	Examinee's signature
9	<p>This is the "Actual Driving and Automatic Failure Section" and "Choice of Proper Lane Change"</p> <p>In this section the first three columns (1, 2, 3) will be where you score the Examinee</p> <p>Column 4 is the point column: This gives you the points for each action that can be taken off</p>
9B	<p>The column to the right of the form is the Automatic Failure: This lists the incidences that would be considered an automatic failure</p> <p>Immediate Rejections: The vehicle did not pass the inspection for the Skills/Road test to begin. This will not count as a failure. They simply come back with the vehicle repaired or another vehicle.</p> <p>Below the immediate rejections there is a comment section where any comment may be made</p>
10	Company/Contractor
11	MVD Company/Contractor Authorization Number
12	Certified Examiners Name
13	MVD Certified Examiner Number
14	Certified Examiner Signature

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

DRIVER LICENSE EXAMINATION MONTHLY SCORESHEET LOG

The Driver License Examination ScoreSheet Log form will be used for the Examiner to submit their monthly ScoreSheets.

The original white copy of the ScoreSheet is provided to the Examinee.

Contractors/Examiners who administer the MVD Class D/G/M Road/Skills test to an applicant must place the completed ScoreSheet (MVD form #96-0149 revised 09/97) in a manila envelope which must be sealed and a business label placed over the closure of the envelope. Each Company may purchase their own business label seals. This will only be opened when the Examinee has taken the ScoreSheet to an MVD field office or an authorized [Third Party Driver License Company](#).

- If the document is not in a properly sealed envelope or if the seal appears to have been tampered with, the document will not be accepted
- The Examinee will return to the Examiner who must verify the information on the ScoreSheet has not been altered
- Once verified, the Examiner will place the documents into a new envelope sealed with a new company seal
 - a. Seals cannot be reused. Once a seal is broken, a new seal must be used.
- Once the properly sealed envelope is accepted at the MVD field office, or an authorized [Third Party Driver License Company](#) to process the application
- Prior to conducting any Road/Skills testing, the Examiner must verify the Examinee has a valid driver license or permit in their possession
- A correction/error on the ScoreSheet is **not** permitted. If this happens, the form must be voided and will not be processed

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

DRIVER LICENSE EXAMINATION MONTHLY SCORESHEET LOG (CONTRACTOR/SCHOOL)

The yellow copy of the ScoreSheet is kept by the Contractor/School.

All yellow copies of completed ScoreSheets must be attached in sequential order to a Driver License Examination Monthly ScoreSheet Log.

A completed ScoreSheet Log will be submitted each month by each Contractor for all examinations whether or not activities were performed. If there was no activity the ScoreSheet Log must be completed and submitted on time. If at any time COC's were voided the ScoreSheet log submitted must have the voided COC attached to the log being submitted.

Securely attach all ScoreSheets (in sequential order) including all voided and no activity by either staples or a rubber band, and submit all by the fifth (5th) of the forwarding month on the Driver License Examination Monthly ScoreSheet Log.

EXAMPLE: Reporting for a current month's examination – due date is the fifth (5th), of the forward month of the same year.

Contractors will be required to submit the COC's and ScoreSheet Log to:

Driver Services Program
PO BOX 2100 – Mail Drop 515M
Phoenix, AZ 85001-2100
dlepds@azdot.gov

Failure to submit the "ScoreSheet Log" each month may result in the cancellation of the authorization to perform Driver License Examinations. There is no grace period. If a Contractor/Examiner receives three (3) late notices within a twelve (12) month period, the authorization to perform Driver License Examinations may be cancelled.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

DRIVER LICENSE EXAMINATION MONTHLY SCORESHEET LOG

The pink copy is retained at the Company/Contractor's place of business.

The Company/Contractor must retain the (pink) copies and a copy of the ScoreSheet Logs for a period of five (5) years and make them readily accessible for audit review purposes.

Road/Skill Examination Office Records Retention

The Contractor/Examiner must maintain a record of Road/Skills examinations administered for Examinees and results of all the examinations. The records of Road/Skills test must indicate Examinee's name, the date, time, location, and duration of testing of any kind pertaining to the operations of a motor vehicle. The Contractor/Examiner must retain these records for a period of five (5) years.

All areas of the Monthly ScoreSheet Log will be completed by the Non-Commercial Driver License Examiner; with the exception of (the Commercial Driver License Examiner) will record information in the following two fields:

- Field #1 – the class of license Truck, Coach-Transit Bus, and school bus will not apply
- Field #9 – This is for Commercial Driver License Examiners

On the following two (2) pages are a copy of the Driver License Examination Monthly ScoreSheet Log and a description of each field.



DRIVER LICENSE EXAMINATION MONTHLY SCORESHEET LOG

Due the 5th Day of Each Month

96-0103 R07/06 www.azdot.gov

Type (Indicate the license class. Class A=A, B, and C; B=B and C; C=C only) <input type="checkbox"/> Truck: <input type="checkbox"/> Coach-Transit Bus: <input type="checkbox"/> School Bus: <input type="checkbox"/> D/G <input type="checkbox"/> M 1		Report Month/Year 2	Page of 3
Company/Contractor Name 4		MVD Company/Contractor Authorization Number 5	
Certified Examiner Name 6		MVD Certified Examiner Certification Number 7	

#	ScoreSheet Number	Examinee Name (last name, first initial)	Comments
1	8		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fill in appropriate boxes below submitting ScoreSheet Log

Class Type 9	Total Number Performed	Breakdown By Attempts			Total Number Passed	Failures by Type of Skill Test			Comments
		1 st	2 nd	3 rd		PTI	BCS	R/T	
A									
B									
C									
Total CDL									

Class Type	Road/Skills 10	Comments 11
Total D		
Total G		
Total M		

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

DRIVER LICENSE EXAMINATION MONTHLY SCORESHEET LOG

Field #	Description
1	Type of license: The Non-Commercial Driver License would only use the D/G or M
2	This is the month and year of the exam
3	This is the page number of the current page (ex; page 2 of 8)
4	Name of the Company/Contractor
5	The MVD Authorization Company/Contractor number assigned
6	Name of the Certified Examiner administering the test
7	MVD Certified Examiner Certification
8	This is the listing of each ScoreSheet used by the Contractor/Examiner, the applicants name and any comments that may be needed
9	Please disregard this section; this is used for Commercial Driver License Examiners
10	This area will be the listing for the scores on any Vision, Written or Road/Skills test that may have been given Make sure you record the scores for the correct class of credential.
11	Comments: This area is where any comment may be made

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

VEHICLE INSPECTION

Pre-Trip Vehicle Inspection

The Examiner is responsible for visually inspecting the vehicle in which he/she will be conducting the Road/Skills test prior to the parking exam. This is to ensure the safety of the Examiner and Examinee while conducting the Road/Skills test. The following items/conditions shall be verified and are proof of current registration and insurance. When one of the items is displayed on the vehicle the Examiner shall not ask for any other proof.

The following are sufficient evidence:

1. Registration

- Current license plate
- 30-Day General Use Permit
- 90-Day Resident Registration
- Temporary Registration Plate (TRP)

2. Working brakes

- The Examiner shall determine that the vehicle stops sufficiently and that the rear brake lights operate properly when the Examinee depresses the brake pedal
 - a. There must be at least one “working” brake light.

3. Speedometer

- The Examiner shall determine that a speedometer is present and works properly
 - a. Upon learning that the speedometer does not work, the Examiner shall terminate the Road/Skills test.

4. Working mechanical turn signals

- The Examiner shall determine whether the mechanical turn signals function properly
 - a. When the mechanical signals are not functional, the Examinee must use arm signals during the Road Skills test.
 - b. Before beginning the Road/Skills test, the Examiner shall ensure that the Examinee is able to perform the arm signals correctly.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

VEHICLE INSPECTION

Pre-Trip Vehicle Inspection

5. Seat belts (seat belts must be present and functioning properly for all vehicles manufactured after 1970).
 - The Examiner shall determine that seat belts are present and function properly
 - a. The Examiner shall ensure that seat belts are worn at all times during the Road/Skills test.
6. Windshield intact (Examiner and Examinee have an unobstructed view)
 - Windshields are:
 - a. Required on a passenger vehicle, truck and truck tractor.
 - b. Not required on a motorcycle, golf cart, fire truck, fire engine, antique vehicle, classic vehicle, if applicable, or horseless carriage when not originally equipped with a windshield.

When any of the requirements above are not met, the Road/Skills test will not be conducted. In addition, the following conditions will prohibit the administration of the Road/Skills test:

- Vehicle displays a Dealer License Plate
- Vehicle is not properly registered
- Vehicle has one or more “bald” tires
- Horn does not function properly
- Both brake lights do not function properly (at least one “working” brake light)
- Passenger and/or driver door does not open or close properly
- Passenger and/or driver side window does not open or close properly
- Passenger seat is missing
- Left outside rear view mirror is missing
- Vehicle is carrying explosives
- Glove compartment door hangs in such a position as to cause injury in the event of a sudden stop
- Examinee insists that passengers or animals must ride in the vehicle during the test
- Vehicle interior is in such a state so as to pose health and/or safety concerns
 - a. The supervisor or their designee will determine whether the Road/Skills test shall be refused due to the condition of the interior of the vehicle.

The inability to complete the Road/Skills test due to the vehicle condition will not be marked as a failure. If the vehicle cannot be used for the Road/Skills test the Examinee may return at any time with a different (or repaired) vehicle to complete the Road/Skills test.

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

PARALLEL PARKING or THREE POINT TURN TEST INSTRUCTIONS

Parallel Parking or Three Point Turn

There are two parking tests that can be administered, Parallel Parking or Three-Point Turn Parking. The area available for the parking test will determine which test your office offers.

The parking test is the first test to be administered in the Road/Skills testing process which assesses the Examinees ability to follow directions and maneuver the vehicle safely.

- Parking test is scored pass or fail, based on the Examinees overall performance
- Examinees are allowed three attempts (per Road/Skills test) to pass the Parallel Parking or Three Point Turn test

For either test, the following are reasons for immediate failure for the Parallel Parking or the Three Point Turn:

- Refusal or the inability to follow instructions
- There are only three attempts allowed, after three the license application process will start over from the beginning
- Striking a pylon
- Moving a pylon out of position
- Knocking over a pylon
- Jumping the curb
- Committing a dangerous act

This is also the last chance the Examiner will have to determine if the Examinee can control the vehicle before driving on the streets.

Your safety is important so when conducting the Parallel Parking or Three Point Turn test is very careful of where you are standing and stay alert at all times.

When the Parallel Parking or Three Point Turn test has ended, *pass* or *fail*, the Examiner shall:

1. Total the Road/Skills test score.
2. Advise the Examinee of their:
 - a. Final score.
 - b. Strengths, weaknesses and restrictions, when applicable.
3. Record the date, Examinee score, any applicable restrictions, and the Examiner's initials on the Driver License Examination ScoreSheet, form #46-0426, (Road/Skills Test).

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

PARALLEL PARKING or THREE POINT TURN TEST INSTRUCTIONS

While conducting Road/Skills test the Examiner shall remember:

- There is to be no smoking or music played
- Give clear and concise verbal instructions and ask if they understand
- During the Road/Skills test be alert at all times and keep conversation to a minimum
- Always take a cell phone (if your office has one) or change to make a phone call
- Carry your driver license with you
- No other person will be allowed in the vehicle
- The approved routes are established in the offices; become familiar with the different routes that are used in your office

Three Point Turn

The Three-point turn requires a 56'W x 72'L rectangular area. Pylons will mark off the working parts of the test. This test simulates pulling into a parking space, then backing out and leaving. Instruct the Examinee to position the vehicle in the starting position and prepare to start.

Give the Examinee the proper maneuvering procedures.

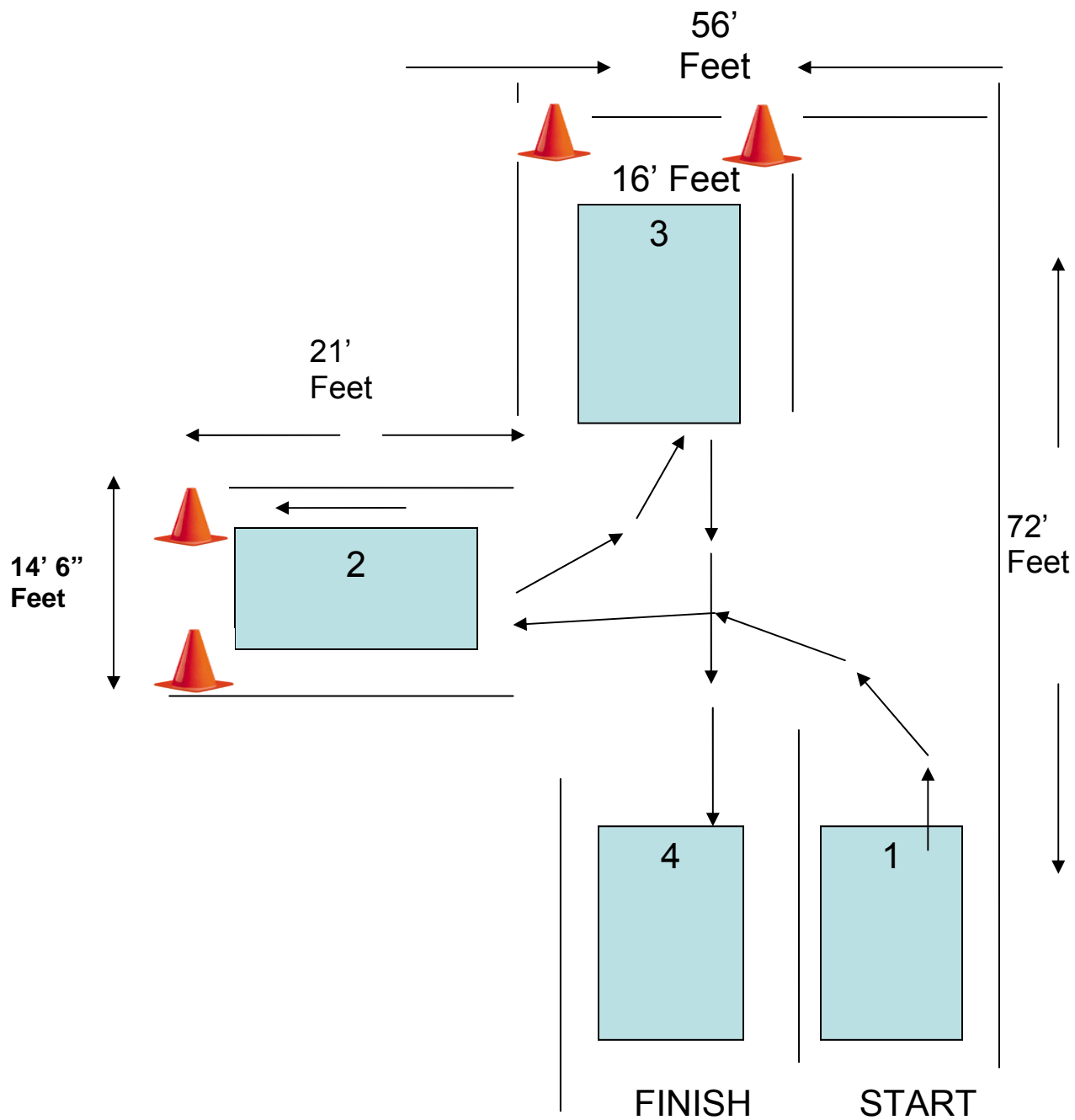
- Turn into the space (see example, next page)
- Pull ahead until the front end of the vehicle is approximately one foot from the pylon at the end
- After stopping, place your vehicle in reverse and back out of the space while turning to keep your vehicle in the near lane
- When you have completed your backing into the near lane, stop the vehicle, shift into drive and proceed forward
- Stop the vehicle when even with your original starting point

Parallel Parking

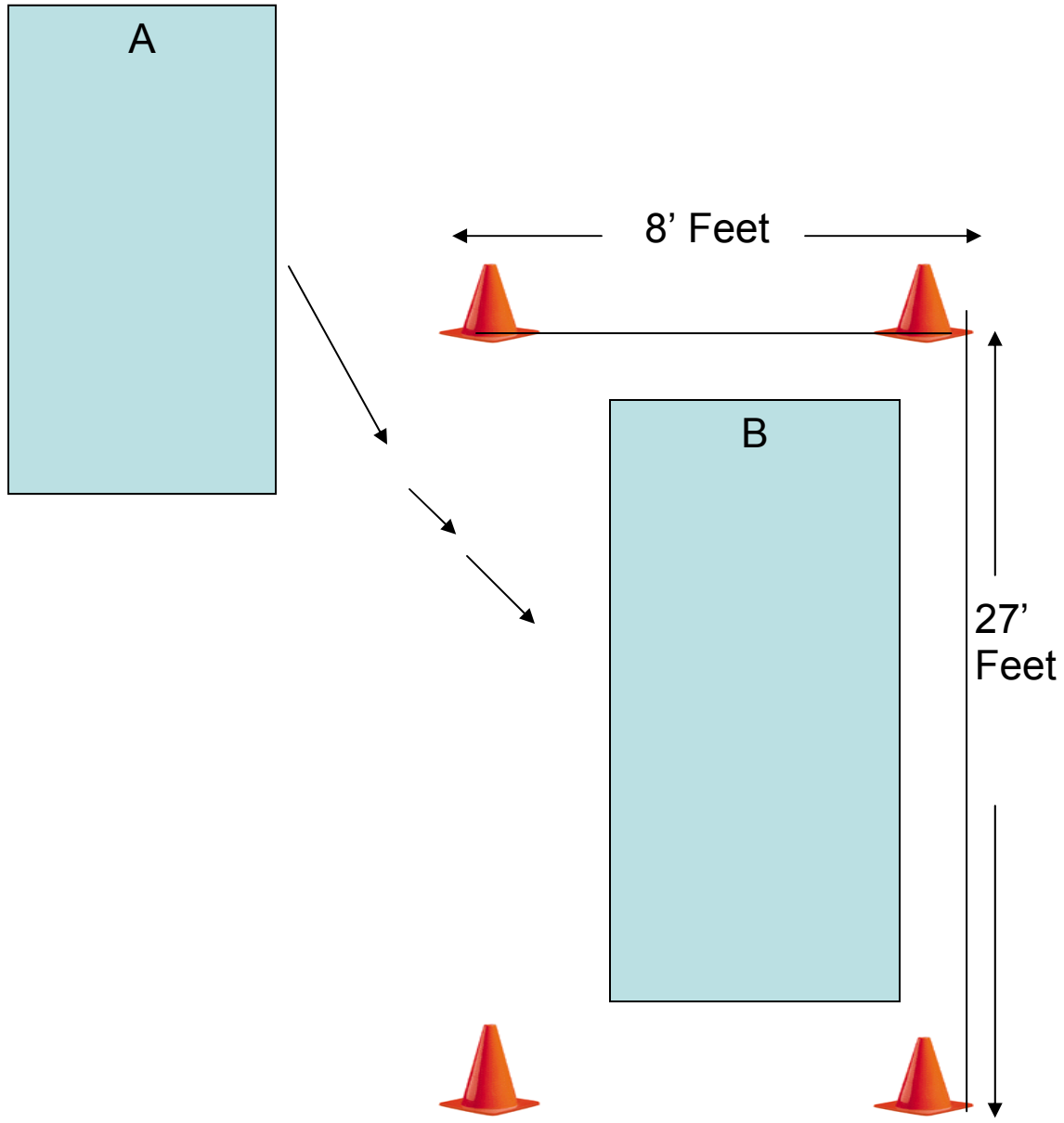
Parallel parking requires an 8'W x 27'L rectangular area. There must be four (4) pylons at the outside corners of the parking space. When possible there should be curbing on the passenger side. The Examinee will do the following:

- Pull the vehicle alongside the prescribed parking space until the corner post is at the halfway point on the vehicle
- Maneuver back and into the space so that the passenger side of the vehicle is 18 inches or less from the edge of the curbing
- All four tires must be in the space
 - a. Touching the curb is not grounds for failure

Sample Three Point Turn



Sample Parallel Parking



NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

ROAD/SKILLS TEST ROUTE

When it is not possible to implement all of the situations listed, a route shall be designed to include similar situations available in the Road/Skills test route

The Approved Road/Skills Test Route Will Consist Of

- Two (2) to three (3) right turns
- Two (2) to three (3) left turns
- At least two (2) of the turns should be at a major intersection
- Observance to any of the below and/or other signs, as available:
 - b. Stop
 - c. Yield
 - d. Caution
 - e. Railroad
 - f. Residential
 - g. Schools
 - h. Business
 - i. Highway
 - j. Speed Zones
- At least one traffic light
- At least one lane change
- The route should be between one and a half (1 ½) and two and a half (2 ½) miles

Driving Test Instructions

After the Examinee has passed the parking test instruct them to:

- Drive to the designated start area
- Stop the engine and put the vehicle into park or neutral, apply the emergency brake
- When the vehicle has stopped, the Examiner will get in and put on the seat belt
- The Examiner will make sure that the Examinee is also wearing his/her seat belt
- The Examiner will instruct the Examinee to start the vehicle, observing the Examinee and the condition of the vehicle
- The Examiner will help the Examinee to relax if needed before going out into traffic
- Be sure to check the gas gauge and any warning lights, as you do not want to be stranded on a Road/Skills test

NON-COMMERCIAL DRIVER LICENSE EXAMINER TRAINING

ROAD/SKILLS TEST ROUTE

Termination of Road/Skills Test Before Completion

Terminate the Road/Skills test when any of the following situations occur:

1. An accident: If an accident occurs, the Examiner will terminate the Road/Skills test. If you are involved in an accident:
 - Notify the proper law enforcement agency (call 911))
 - If there is an, accident park and lock the vehicle at the site of the termination
 - Talk to your office Owner/Operator in case you are ever involved in an accident for office procedures
 - Do not take the applicants keys
 - Stay at the scene until the police report is completed
 - Remember that your are a witness and are never to place blame for the accident
2. Lack of cooperation: Refusal, or inability to perform or follow instructions.
3. Any dangerous action or serious violation of law.
4. An accident will only count as failure if it is the applicant's fault.

When the Road/Skills test has ended, *pass* or *fail*, the Examiner shall:

1. Total the Road/Skills test score.
2. Advise the Examinee of their:
 - a. Final score.
 - b. Strengths and weaknesses and restrictions, when applicable
3. Record the date, Examinee score, any applicable restrictions, and the Examiner's initials on the Driver License Examination ScoreSheet, form #46-0426, (Road/Skills Test).